



TOWN of GRAFTON
Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov

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Grafton Public Library Board of Library Trustees

SPECIAL MEETING

MINUTES

Tuesday September 14, 2021 7:00pm via Zoom

Present: Aaron Vandesteen, Chair; Daniela Sharma, Trustee; Dana Wilson, Trustee; Douglas Bowman, Trustee; Karen Ceppetelli, Trustee; Martin Estner, Trustee; Beth Gallaway, Library Director

Excused: Stephanie Teixeira, Vice-Chair

Guest(s): Cyndi Zarriello, scribe

CALL TO ORDER

The meeting of the Library Board of Trustees was called to order by Aaron Vandesteen, Chair at 7:08 pm.

This meeting was convened via Zoom conference as posted on the Town's website, identifying how the public may join. Aaron read the Script for Remotely Conducted Open Meetings and Public Meeting Remote Participation Guidelines. Of note, this meeting is being recorded, and attendees are participating by video conference.

Meeting Room Policy

- A discussion was held around who determines non-profit status? The policy states "The Director and Board of Library Trustees" on a case-by-case basis
- Beth confirmed the order of bullets was deliberate
- Karen Ceppetelli made a motion to accept the Meeting Room Use Policy and Dana Wilson seconded. Motion as reviewed was passed unanimously by a roll call vote.

Facilities Rental Policy without non-profit status

- Recommended edit: websites listed be amended to "available on town website"?
- A discussion was held around whether there was money involving staff to allow for meetings. Not in theory, with key card and gate.
- A question was raised around the language of prohibiting meetings "disturbing to others?" – a moot point if Facility Rental is only allowed during non-operating hours.

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- A question was raised around handling of the money from the facility rental -- does the Library keep it? Yes, It comes to the administrative office and would like it to go to a revolving account or gift account.
- A question was raised around timing -- why require three weeks advance notice? Beth explained we need time to process requests, to give training, and we reserve the right to do case by case approval quicker if possible.
- Suggested corrections: "beverage" is misspelled; eliminate "only"
- A question was raised around why rent only during non-library hours? Beth explained the nature of a "free & public" library – we don't want confusion over payment, access, marketing, etc.
- A question was raised around limiting to non-profit use? Beth explained so there is no confusion as to needing to pay for something during library hours.
- Doug Bowman made a motion to approve the Facility Use Policy as reviewed and amended. Dana seconded the motion. This was passed with a unanimous roll call vote.

Dana stated that we try the policy and see how it works. Many people are looking forward to the use of these spaces. It was recommended to review this policy in six months to a year.

Bibliotemp - Beth Gallaway

- A desire for quick qualified staffing coverage since there is no time to interview.
- What happens January 1, 2022 since this is through December 31? Beth will hire new staff sometime in the next three months.
- Marty Estner made a motion for the Board to approve the request to hire temporary personnel for up to \$33,756.75 to terminate on 12/31/21 from State Aid. Karen seconded the motion. The motion was passed unanimously by a roll call vote.

Karen made a motion to adjourn and Daniella Sharma seconded the motion. The motion was passed unanimously by a roll call vote.

PUBLIC INPUT - none

NEXT MEETING: Wednesday, September 22, 2021 at 7:00pm

Reminder that there is a remote meeting policy where a Board member can call in and participate via phone.

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ADJOURNMENT

Marty motioned to adjourn the meeting at 8:40 pm, seconded by Karen, with all in favor by roll call vote.

Attachments: Agenda, Meeting Room Use Policy, Facility Rental Policy, Bibliotemps Client Rate Sheet, Bibliotemps proposal.

Respectfully Submitted,
Cyndi Zarriello



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**Grafton Public Library Board of Library Trustees
SPECIAL MEETING**

NOTICE / A G E N D A

Tuesday September 14, 2021 7:00pm

Join Zoom Meeting: <https://us02web.zoom.us/j/87889702002?pwd=NnlwSFZmTjIhHd09ndmtKYjc1RlByUT09>

Find your local number: <https://us02web.zoom.us/j/87889702002?pwd=NnlwSFZmTjIhHd09ndmtKYjc1RlByUT09>

Meeting ID: 878 8970 2002

Passcode: 558294

- I. Call to Order**
- II. Policy Review**
 - Meeting Room Use Policy
 - Facilities Rental Policy
- III. New Business**
 - Vote to allocate State Aid Funds to Hire Bibliotemps staffing
- IV. Public Input**
- V. Next Meeting: Wednesday September 22, 2021 at 7:00pm**
- VI. Adjournment**



Meeting Room Policy



The mission of the Grafton Public Library (hereinafter the "Library") is to provide residents of any age opportunities to find and use information in many formats as they pursue personal growth and education throughout their lives. It helps them develop their ability to find and evaluate information used daily and all lifelong. It provides materials and programs relevant to contemporary issues and interests that enlighten, inform, and entertain.

In support of this mission, the Library provides meeting rooms and group study space. Meeting rooms are available to community and non-profit groups and organizations for meetings that are educational, cultural, and/or civic in nature.

The use of the facilities shall be in accordance with the policies and procedures set by the Trustees of the Grafton Public Library. In allocating the use of meeting space, the Trustees of the Library and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis. However, the provision of meeting space is not the primary mission of the Library and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study.

- No use of meeting space that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library buildings or collection will be approved or permitted.
- Use of meeting space for Library purposes shall take precedence over all other uses.
- Permission to use a Library meeting space does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting.
- Reservations for meeting room space are on a first-come, first-served basis.
- Library or Town sponsored meetings have priority, and the Grafton Public Library reserves the right to preempt any scheduled meeting. The Library will make every effort to give advance notices of such preemption with seven (7) days notice, pending to change, subject to unanticipated emergency situations.
- All meetings must be free of charge and open to the public.
- Unless pre-approved by the Library, no admission charge, request for donation, or items for sale are allowed. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions, unless specifically permitted by the Library.
- Meeting space shall not be used for entrepreneurial or commercial purposes, or for the solicitation of business —please see the Facilities Rental Policy regarding reservations to for-profit businesses or individuals.
- Meeting space shall not be used for profit or for fundraising other than fundraising that supports the Library.

Meeting Room Policy

- Groups using Library meeting space must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.
- Reservations may be made no more than three months in advance.
- No group may consider the Library its permanent meeting place or use the Library as its mailing address.
- The Library has the authority to accept, renew, or reject requests for use of the room under the established policy.
- To promote the accessibility of the meeting space to a wide variety of community groups, the Library may limit meetings for any particular organization.
- The Trustees of the Grafton Public Library and the Library staff reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Trustees of the Grafton Public Library and/or the Library staff may take into consideration the contents of the application form, the history of the group's meeting space use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as they may deem appropriate.
- The Trustees of the Grafton Public Library and/or Library staff reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting space will require a police detail or other extraordinary police protection, and if so, the anticipated cost thereof. In making this determination, the Trustees of the Grafton Public Library may take into consideration the contents of the application form, the history of the group's meeting space uses in the library, the history of the group's use of meeting facilities elsewhere, and such other information as such the Board may deem appropriate and may consult with members of the Grafton Police regarding this inquiry.
- If the Trustees of the Grafton Public Library and/or Library staff determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting space shall be required, as a condition of such reservation, to pay to the Grafton Public Library by such date in advance of the meeting as Library staff reasonably sets, the anticipated cost of such police protection, and such sum applied thereto, with any surplus being returned to the group after the meeting. The group shall be liable to the Library for any deficiency.
- Meetings must conform to the scheduled operating hours of the library. Exceptions may be made upon request and with the organization paying in advance for the needed staff.
- All organizations or groups shall indemnify, defend, and hold harmless the Grafton Public Library and the Town of Grafton, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to

Meeting Room Policy

personal injuries or property damage arising from the organization/group's use of the Library meeting room.

- The Grafton Public Library Board of Trustees delegates to the Library Director or his/her designee the authority to develop and implement procedures which carry out the provisions of this policy.
- Exceptions to the policy may be granted only by the Grafton Public Library Board of Trustees or its delegate.

Companion Documents: Grafton Public Library Room Reservation Procedures, Facility Rental Policy

Adopted, Board of Library Trustees: September 14, 2021



Facility Rental Policy for individuals or groups without non-profit status



The mission of the Grafton Public Library (hereinafter the "Library") is to provide residents of any age opportunities to find and use information in many formats as they pursue personal growth and education throughout their lives. It helps them develop their ability to find and evaluate information used daily and all lifelong. It provides materials and programs relevant to contemporary issues and interests that enlighten, inform, and entertain.

In support of this mission, the Library provides meeting rooms and group study space. Meeting rooms are available to community and non-profit groups and organizations for meetings that are educational, cultural, and/or civic in nature. A facility rental fee is due for companies or businesses that charge for a product or services; this fee may be waived at the discretion of the Director/Board of Library Trustees and/or their designee.

The use of the facilities shall be in accordance with the policies and procedures set by the Trustees of the Grafton Public Library. In allocating the use of meeting space, the Trustees of the Library and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis.

The provision of meeting space is not the primary mission of the Library and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study.

- Facility Rental is only available for Community Room A/B, during non-operating hours: after 9pm weeknights Mon-Thu and after 6pm weekends on Fri/Sat, and from 9am-12 midnight on Sundays/Holidays.
- Facilities Rental Reservations may be made no more than twelve (12) months and no less than three (3) weeks in advance.
- Facility Rental may be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library.
- Facility Rental may be used for private events, including but not limited to showers, weddings, memorials, celebrations (birthday, retirement, anniversary, graduation, b'nei mitzvah, engagement), seminars, conferences or annual meetings.
- Facility Rental is limited to Community Meeting Room A/B. Amenities include full kitchen (3 bay sink, handwash station, 48" gas range, refrigerator, microwave/convection oven); digital projector and screen; lectern; presentation area, Wi-Fi, restroom facilities; and seasonal patio access, weather permitted, from the last weekend of May through the second weekend of October. The Library has designated parking, including 4 accessible spaces and 4 electric vehicle charging stations.
- Facility Rental Fees for Community Room A/B are as follows:
 - \$50 per hour for individuals (private events)

Facility Rental Policy

for individuals or groups without non-profit status

- \$100 per hour fee for businesses (company events)
 - The Library will consider requests for full facility rental.
- Facility Rental absolves requirements for the meeting or event to be free of charge and open to the public.
- Admission charges, request for donation or items for sale are allowed only during facility rentals.
- Goods or services may be promoted, sold, or exchanged upon the premises only during facility rentals.
- No use of meeting space that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library buildings or collection will be approved or permitted.
- Use of meeting space for Library purposes shall take precedence over all other uses.
- The Meeting Convener/Renter is responsible for set up, break down and cleaning of the space.
- A cleaning deposit of \$100 is required and due in advance.
- If the Community Room is not left in acceptable condition, the cleaning deposit will be retained and an additional cleaning fee may be assessed.
- A deposit equal to the first hour of rental (\$50/\$100) is required to secure the Facilities Rental Reservation.
- Full payment is due two weeks in advance of the reservation.
- The Convener may cancel the Facilities Reservation only upon written notice. The parties agree and understand that in the event of a cancellation, only an estimate of actual losses can be determined. With less than one (1) month's notice, 50% of the deposit will be retained. With less than one (1) week's notice, 100% of deposit will be retained.
- Permission to use a Library meeting space does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting. Reservations for meeting room space are on a first-come, first-served basis.
- Library or Town sponsored meetings have priority, and the Grafton Public Library reserves the right to preempt any scheduled meeting. The Library will make every effort to give advance notices of such preemption.
- Although there is no noise ordinance in Town of Grafton, it is expected that events past 11pm will maintain a volume of 50 decibels or lower, and not exceed 70 decibels between 10am-11pm Sunday through Saturday. Any fines or fees related to noise are the responsibility of the meeting convener.
- Unless written permission is granted by the Library, groups using Library meeting space must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library.

Facility Rental Policy

for individuals or groups without non-profit status

- All outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of the meeting convener shall be insured and are subject to prior approval by the Library.
- No decorations may be hung or displayed without permission.
- Access to the catering kitchen will be granted to the local licensed purveyors subject to prior approval by the Library, and overseen by an Allergen Aware and Serv Safe Certified individual. Caterers must have a Food Permit on file or apply for a One Day Food Permit and obtain any other required, additional appropriate license through Town of Grafton. Forms are available on the Town website at www.grafton-ma.gov.
- Food trucks must have a Food Permit on file or apply for a One Day Food Permit and obtain any other required, additional appropriate license through Town of Grafton. Forms are available on the Town website at www.grafton-ma.gov.

A Certified Allergen Aware ServSafe Manager must be present on the truck for the duration of set up, service and cleanup. Food Trucks serving alcohol must have a TIPS certified oversee on the truck as well.

- Alcohol may be permitted with the proper licensing from Town of Grafton and a TIPS certified individual overseeing beverage/bottle service. Alcoholic beverages must be consumed on the property. The Library reserves the right to close down alcohol service/consumption at any time deemed necessary. Proof of age will be required for all guests. Alcohol may not be served or consumed between 2am and 10am. Beverage service will cease thirty (30) minutes prior to the end of the event.
- With the exception of the Friends of the Grafton Public Library, no group may consider the Library its permanent meeting place or use the Library as its mailing address.
- The Library has the authority to accept, renew, or reject requests for use of the room under the established policy.
- To promote the accessibility of the meeting space to a wide variety of community groups, the Library may limit meetings for any particular organization.
- The Trustees of the Grafton Public Library and the Library staff reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Trustees of the Grafton Public Library and/or the Library staff may take into consideration the contents of the application form, the history of the group's meeting space use in the Library, the history of the group's use of meeting facilities elsewhere, and such other information as they may deem appropriate.
- The Trustees of the Grafton Public Library and/or Library staff reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting space will require a police detail or other extraordinary police protection, and if so, the anticipated cost thereof. In making this determination, the Trustees of the Grafton Public Library may

Facility Rental Policy for individuals or groups without non-profit status

take into consideration the contents of the application form, the history of the group's meeting space uses in the Library, the history of the group's use of meeting facilities elsewhere, and such other information as such the Board may deem appropriate and may consult with members of the Grafton Police regarding this inquiry.

- If the Trustees of the Grafton Public Library and/or Library staff determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting space shall be required, as a condition of such reservation, to pay to the Grafton Public Library by such date in advance of the meeting as Library staff reasonably sets, the anticipated cost of such police protection, and such sum applied thereto, with any surplus being returned to the group after the meeting. The group shall be liable to the Library for any deficiency.
- All individuals, organizations or groups shall indemnify, defend, and hold harmless the Grafton Public Library and the Town of Grafton, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library meeting room.
- The Grafton Public Library Board of Trustees delegates to the Library Director or his/her designee the authority to develop and implement procedures which carry out the provisions of this policy.
- Exceptions to the policy may be granted only by the Grafton Public Library Board of Trustees or its delegate.

Companion Document: Grafton Public Library Room Reservation Procedures

Adopted, Board of Library Trustees: September 14, 2021

Client Rate Sheet

Effective July 1, 2019

Staff Type	Pay Rate	Billing Rate: MLS Members	Billing Rate: Nonmembers	Description
Administrative Level or Specialized Professional	Pay Rates will be negotiated individually and member (43%) or non-member (50%) fee added			Library administrative experience or highly specialized skills, e.g., library director, department head, GIS, grant-writer, etc.
Professional	\$24.00/hr minimum	\$34.32/hr minimum	\$36.01/hr minimum	MLS degree and library experience or secondary degree and relevant skills or expertise
New Professional	\$20.75/hr minimum	\$29.67/hr minimum	\$31.13/hr minimum	Recent MLS degree or advanced LIS student with library work/internship experience (less than 2 years)
Paraprofessional	\$17.50/hr minimum	\$25.03/hr minimum	\$26.25/hr minimum	Library experience but no MLS degree required, e.g., circulation assistant, cataloging assistant, ILL assistant

Notes:

Billing rate = pay rate + 43% service fee (MLSMembers) or 50% service fee (Nonmembers). Staff Type and final pay rate is subject to the approval of the BiblioTemps Manager.

Title	hours/week	max pay rate	weeks (mid-Sept to end of Dec)
Children's specialist (could be para or new prof)	18	\$ 31.13	15
YA Specialist - MLS (could be new prof)	18	\$ 36.01	15
Reference Specialist - MLS (could be new prof)	18	\$ 36.01	15
Admin Asst (para)	15	\$ 26.25	15
			TOTAL

\$	8,405.10
\$	9,722.70
\$	9,722.70
\$	5,906.25
\$	33,756.75